

**U.S. DEPARTMENT OF ENERGY
RECORDS TRANSFER**

NOTE: Access to stored records is restricted to personnel of the organization initiating the transfer. Additional restrictions, if desired, should be by separate memorandum.

Send:
Original
Plus One
Complete Copy

DOE LOCATION (For Records Holding Area Use)	
	DOE JOB NUMBER
FRC LOCATION	FRC ACCESSION NUMBER

1. ORGANIZATION INITIATING TRANSFER (Org., Office, Division, Branch, Section)		2. ROUTING SYMBOL	Date of Transfer
3. AUTHORIZING OFFICIAL (Signature)	(Title)	4. PREPARED BY (Name and Telephone Number)	No. of Cubic Feet

5. BRIEF DESCRIPTION OF RECORDS (Include Series Title and Other Identification)

(For Records Holding Area Use) LOCATION NO.	6. INVENTORY (Give complete information for each item listed)			7. DISPOSITION	
	FOLDER OR ITEM TITLE	Inclusive Dates of Records (Mo./Yr)	CLASSIFICATION	a. DISPOSITION AUTHORITY	b. AUTHORIZED DISPOSITION

NOTE: Office will be notified before any records are destroyed.

DATE ELIGIBLE FOR RETIREMENT TO FRC	For Records Holding Area	CERTIFICATION. The boxes listed under item 6 have been received in the Headquarters Records Holding Area.
DATE ELIGIBLE FOR DESTRUCTION	DATE TRANSFERRED TO FRC	_____ (Signature)
	DATE DESTROYED	_____ (Date)

Instructions for Preparing Records Transfer

Authority for HQ F 1324.8 is contained in DOE 1324.2A, "Records Disposition," and HQ 1324.1A, "Records Management," and is completed to store records with at least one year remaining in the retention period. Blocks reserved for "Records Holding Area Use" are left blank by preparer. Entries for items 1 through 7 must be typed as follows:

1. Organization Initiating Transfer. Spell out the complete organizational title (no abbreviations) from the major organization down to the submitting organizational element. (Example: Office of Administration and Human Resource Management, Office of Administrative Services, Division of Reference and Information Management, Headquarters Records Management Branch)
2. Routing Symbol. Enter routing symbol of element transferring records.
3. Authorizing Official. Enter the name, title and signature of the authorizing official.
4. Prepared By. Give name and telephone number of individual preparing form.
5. Brief Description of Records. Give the title of the record series used in your approved DOE F 1324.10, "Records Inventory and Disposition Schedule (RIDS)", which matches the records being transferred (Examples: Routine Procurement Files, Committee and Conference Files, Budget Background Records), and any other identifying remarks, if needed.
6. Inventory
 - a. Folder or Item Title. Preface each inventory with the box number and underscore (Box 1). Inventory contents of each box by the folder title. Complete in sufficient detail to serve as an index for future record searches. When beginning a new box with the same disposal authority, double space and insert the next box number (Box 2), or prepare a new form. If the box continues to another page, prepare a new form completing items 1 through 7 and identify the box (Box 1 continued).
 - b. Inclusive Dates. Include the month and year (10/88 - 9/89) of the earliest and latest documents contained in the file.
 - c. Classification. Enter unclassified or the highest classification markings of the classified files. Unclassified and classified files should not be mixed in the same box unless 80% of the records are classified.
7. Disposition
 - a. Disposition Authority. Cite the disposition authority (General Records Schedule -- GRS or Department of Energy Records Schedule - DOE) contained in your approved RIDS which matches the description of your file series.
 - b. Authorized Disposition. Cite the authorized disposition contained in your approved RIDS which matches the disposition authority.